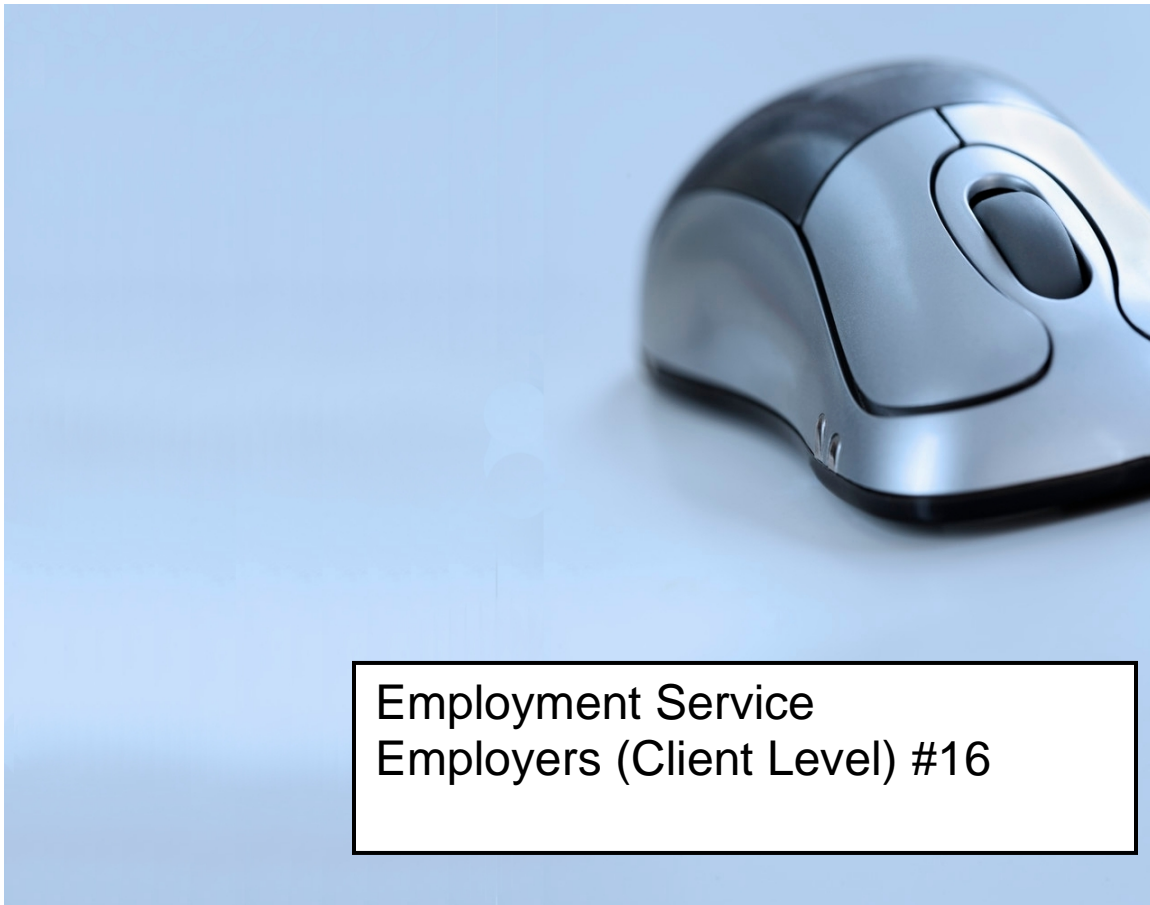


# **EOIS Case Management System**

## **Service Provider User Guide: Reporting**



### Document History

Version #	Date	Description
1.0	August 2010	Initial version released following the launch of the system in August 2010.
2.0	May 2011	Version updated to align with EOIS CaMS Release 2.0
2.1	May 2012	Style guide revisions made for Release 3.0
2.2	October 2012	Placement Category, AESB Expenditure columns added, exclude cancelled employment history records
2.3	April 2013	Split Apprenticeship Employer Signing Bonus into two columns and added Total Expense column.

### Using the Guide

Users should consider the following when using this guide:

- All detailed report user guides are located on the EOIS Service Provider Reporting Website under the affiliated “Guide” link. As this website retains a history of the guides, it is recommended that the guide link be used in conjunction with the report.
- The EOPG website ([www.eopg.ca](http://www.eopg.ca)) has the latest versions, as well as the overall EOIS-CaMS user guide (Chapter 10 - Reporting), under the “Guides and Resources” section. This chapter is recommended to be reviewed as a starting point.
- Throughout this user guide specific types of items are distinguished through the following text styles:
  - CaMS page names have been italicized and CaMS field names have been placed in quotes. For example, data is drawn from the *Plan Content* page, “Status” and “Outcome” fields, for the sub-goal “Training Supports.”
  - Titles that refer directly to the report titles, column or row headings or specific CaMS fields have been capitalized. For example, the service plan information is displayed in the Service Provider column of the report.

# **Employment Service – Employers (Client Level) #16**

### **Description**

This report shows Employment Service (ES) employers, associated placements, employer satisfaction and expenditures for the fiscal year grouped by employer. The report has one line per placement.

This report can be used to verify both placement incentive expenditures and Apprenticeship Employer Signing Bonus (AESB) expenditures.

### **Access**

This report is available to service provider managers and staff report users.

### **Format, Schedule and Retention**

This report is in Excel format to accommodate the ability to adjust font size, column widths, sort and manipulate data and print based on service provider preferences.

The report will run weekly, available on Monday mornings, with a total of 56 weeks of reports being retained on the EOIS SP Reporting Website.

### **Data Filtering**

Participants with placements “Placement With Incentive” or “Placement Without Incentive”, Apprenticeship Employer Signing Bonus – Initial or Apprenticeship Employer Signing Bonus – Final plan items are filtered into the report based upon their service plan being in an “Open”, “Approved” or “Active” state, or being “Closed” in the fiscal year. Service plans that are closed with a closure reason of “Opened in Error” are excluded from the report.

### **Data Sources**

The information in the report is obtained from several different pages:

#### **Employer Information**

The employer information (Employer Business Identification Number (BIN), Business Name, Bus Size, and Bus Type) is drawn from the *Employer Registration* page.

#### **Placement Information**

The placement information (Commitment, Incentive Expenditure, Balance (calculated), AESB-Initial, AESB- Final, Total Expense (calculated), Placement Type, Placement Start Date, Placement End Date, Placement Duration Weeks, Placement National Occupation Classification (NOC), Employer Satisfaction, and Placement Status) is drawn from the *Plan Item* page, for the following plan items: Apprenticeship Employer Signing Bonus – Initial or Apprenticeship Employer Signing Bonus – Final; “Placement with Incentive” or “Placement without Incentive”. These plan items are only available to the “Job Matching, Placements and Incentives sub-goal”.

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### **Employment Information (Placement Details)**

Note: due to a CaMS change, employment placement information is sourced from new mandatory fields within the service plan placement plan item which populates the employment history record.

Employment placement information will not appear on the report until the plan item status is “Attained”

Placement Category, Placement Wage, Per (period), Hours/Week and Placement North American Industry Classification System (NAICS) is drawn from the Employment page, using the date range to match up to the Placement. AESB Initial and AESB Final is drawn directly from the existing AESB Plan Item. The Total Expense column is the sum of the Placement Incentive Expended, AESB - Initial and AESB - Final.

Employment information that has been entered into a plan item record will be reflected in an employment history record. If no matching employment history information is found, blanks are displayed. If the *Employment History* record has been cancelled, it will be excluded from the report.

### **Participant Information and Case Owner**

The participant information (Last name, First name and Case Owner) is drawn from the *Person* page.

### **Totals**

Totals are provided for Business Name, Commitment, Incentive Expenditure, Balance, AESB – Initial, AESB – Final, Total Expense and Placement Type.

## Appendix – Detailed Column Descriptions

Column Name		Description
English	French	
<b>Employer Information</b>		
Employer BIN	Numéro de l'entreprise	The placement employer's business number. CaMS field: "Employer Alternative ID", type "Business Number"
Business Name	Nom de l'entreprise	The placement employer's business name. CaMS field: "Employer Trading Name"
Bus. Size	Taille de l'entreprise	The placement employer's business size. CaMS field: "Employer Business Size", type "1-10", "11-50", "51-500", "500+"
Bus. Type	Type de l'entreprise	The placement employer's business type. CaMS field: "Employer Type of Business", type "Manufacturing", "Other", "Primary", "Retail", "Service"
<b>Placement Information</b>		
Commitment	Engagement	Hiring incentive committed to the placement employer. CaMS field: Plan item = "Placement with Incentive", field = "Estimated cost"
Incentive Expenditure	Dép. d'inc.	Hiring incentive expended to the placement employer. CaMS field: Plan item = "Placement with Incentive", field = "Estimated cost"
Balance	Reste	Calculated field: Commitment – Incentive Expenditure
AESB – Initial	PASIE - Initiale	Initial Signing Bonus Expended (i.e. actual cost) to the placement employer for the "Apprenticeship Employer Signing Bonus – Initial Payout" plan item. CaMS field: Plan item = "Apprenticeship Employer Signing Bonus – Initial Payout", field = "Actual cost".
AESB – Final	PASIE – Finale	Final Signing Bonus Expended (i.e. actual cost) to the placement employer for the "Apprenticeship Employer Signing Bonus – Final Payout" plan item. CaMS field: Plan item = "Apprenticeship Employer Signing Bonus – Final Payout", field = "Actual cost"

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Column Name		Description
English	French	
Total Expense	Dépense de prime d'enregistrement	Total expense (i.e. actual cost) to the placement employer for plan item types <ul style="list-style-type: none"> <li>• Placement with Incentive</li> <li>• Apprenticeship Employer Signing Bonus – Initial Payout</li> <li>• Apprenticeship Employer Signing Bonus – Final Payout</li> </ul>
Placement Type	Type de placement	The type of placement provided. CaMS field: "Placement Type"
Placement Category	Catégorie de placement	Placement Category for the participant. CaMS field: "Placement Category: Apprenticeship", type = "On the Job Training", "Test and Hire", "Work Experience"
PI NOC	CNP du pl.	The National Occupation Classification Code associated with the placement. CaMS field: "Employment NOC"
Placement Start Date	Date de début du pl.	The participant's placement start date. CaMS field: "Actual Start Date"
Placement End Date	Date de fin du pl.	The participant's placement end date. CaMS field: "Actual End Date"
PI Dur Weeks	Durée du pl. en semaines	Placement duration calculated in weeks. Calculated field: "Actual End Date" – "Actual Start Date"
Placement Status	État du Placement	Status of participant's placement, either Complete or In Progress. CaMS field: In Progress = plan item "Actual Start Date" with no end date, Completed = "Actual Start Date" and "Actual End Date"
Employer Satisfaction	Satisfaction de l'employeur	The placement employer's satisfaction with the service. CaMS field: "Employer Satisfaction"
<b>Employment Information (Placement Details)</b>		
PI Wage	Salaire du pl.	The wage paid to the client during the placement. CaMS field: "Wage Amount"
Per	Par	The placement wage type associated to the wage amount. CaMS field: period = "Annum", "Biweekly", "Hour", "Monthly", "Weekly"
Hours/Week	Heures/Semaine	The placement hours per week. CaMS field: "Employment hours per week"

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<b>Column Name</b>		<b>Description</b>
<b>English</b>	<b>French</b>	
PI NAIC	SCIAN du pl.	The North American Industry Classification System Code associated with the placement. CaMS field: "NAICS Code"
<b>Participant Information and Case Owner</b>		
Placement Participant Name	Nom complet de part. du pl.	Placement participant's last and first name. CaMS field: "Last name", "First Name"
Case Owner	Responsable du cas	The service provider staff person associated to the case. CaMS field: "Owner"